MAINTENANCE 3628

(1987)

Purpose/Use: To collect for maintenance.

Reference/Authority: Accounting Procedures Handbook, Section 3632.

Source: DPO and region Personnel Offices.

Forms/Related Documents: Administrative unit computer printouts;
Attendance and Program Time Report, CDF-681;
Housekeeping Accommodation Rental Rating Sheet, AO-32;
Miscellaneous Deduction Change Report, STD 650;
Notice of Change in Rental Status, AO-46;
Payroll Deduction Report, CD 446;
Rental Occupant Card, AO-67a;
Rental Structure Card, AO-67;
Report of Collections, AO-197;
Report of Maintenance Receipts/Refunds, AO-11;
Trailer Unit, Mobile Home Unit, or Trailer Space
  Rental Rating Sheet, AO-41;
Unapplied Variable Maintenance, PR 172;
Unpaid Maintenance Listing.

Due Date(s): Monthly.

Distribution: See procedures.

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Under certain circumstances, CDF provides maintenance (meals and/or housing) for which the department is reimbursed via payroll deduction or direct payment.

MEALS 3628.1

(1987)

As Attendance and Program Time Reports (CDF-681s) are received:

- Separate those with maintenance shown in the space provided from those without, then first place separated CDF-681s in order by Agency/Unit/Class/Serial number, than alphabetically by employee name within serial number.

- Date stamp all timesheets and list on time sheet log.

- Compare CDF-681s (including those determined "late" from previous month in file) with Reports of Collections (AO-197) and the State Controller's Office, Payroll Deduction Report (CD 448).

  NOTE: Maintenance procedures are currently undergoing automation. Those administrative units with established computer programs will submit computer printouts listing employees with maintenance due in lieu of CDF-681s. Process these printouts in the same manner as CDF-681s.

  - Write AO-197 number or date of CD 446 on CDF-681 when payment or deduction is shown.

  - Set aside the CDF-681s not shown on the AO-197s or CD 446.

Prepare an Unpaid Maintenance Listing for each region using data from set aside CDF-681s and computer printouts.

- FOR THE MONTH OF, Current month.

- EMPLOYEE NUMBER, Social Security Account number.

- NAME, First name, middle initial, and last name.

- CODING, Unit and class.

- MONTH, Pay period in which each obligation was incurred.

- MEALS, Dollar amount to be deducted for meals.

- RENT, Dollar amount to be deducted for rent. (See below.)

RENTS   3628.2
(1987)

Rental rates for each CDF structure and/or trailer space are established once every 10 years via inspection of the facility and completion of a Housekeeping Accommodation Rental Rating Sheet (AO-32) or a Trailer Unit, Mobile Home Unit or Trailer Space Rental Rating Sheet (AO-41). When completed, copies of each are forwarded to DAO for file.

As rental status changes, occupants move in or out, etc., a Notice of Change in Rental Status (AO-46) is prepared by the administrative unit and forwarded to DAO-Accounts Receivable-Maintenance who prepares and maintains a Rental Occupant Card (AO-67) and a Rental Structure Card (AO-67a).

RENTAL OCCUPANT CARD (AO-67)

- If change in status is a move in, check "dead" card file for old AO-67 for tenant shown on AO-46. If there is one, use that AO-67 for new occupancy.

- Prepare or maintain AO-67 as follows:

  - NAME, Surname, first initial, and middle initial. Write classification, in pencil, above name.
  - REG, Roman numeral indication of region, in pencil.

  - STRUCTURE, Structure number shown on AO-46, in pencil.

  - RATE, See AO-32 or AO-41 as appropriate.

  - DEPT, Abbreviate name of agency to which occupant is assigned, in pencil.

  - MOVE IN, Date occupant moved into structure as shown on AO-46.

  - MOVE OUT, Date occupant moved out of structure as shown on AO-46. Move AO-67 to "dead" file.

  - PAYMENT RECORD, Write current year at top of first open column at right of mo. As payment is received enter amount paid opposite month for which payment is made.

  - REMARKS, any additional information, in pencil.

  - Place X, in red, on lower right-hand corner of AO-67 if occupant is to be invoiced in lieu of payroll deduction.

  - File AO-67s on Rolodex by occupant, alphabetically within region.

  - When MOVE IN/MOVE OUT or PAYMENT RECORD blocks are full, prepare a new AO-67, transfer old AO-67 to "dead" file, put "card number X" on new AO-67 in REMARKS: section, and place on Rolodex.

RENTAL STRUCTURE CARD (AO-67A)

- If change of status is a move in, check "dead" AO-67a file for old AO-67a for structure number shown on AO-46. If there is one, use that AO-67a for new occupancy.

- REGION, Roman numeral indicator of region.

- STRUCTURE, Structure number shown on AO-46.

- RATE, See AO-32 or AO-41 as appropriate.

- NAME, Occupants surname, first and middle initial.

- MOVE IN, Date occupant took possession as shown on AO-46.

- MOVE OUT, Date occupant vacated structure as shown on AO-46.

- File AO-67a on Rolodex numerically by structure number and by region.

- Use both sides of AO-67a for update. When AO-67a is full, prepare new AO-67a, place old AO-67a in "dead" file and new AO-67a on Rolodex.

Place AO-46 in file, structure rentals separated from trailer spaces/sites, by region, alphabetically within region and with MOVE-OUTS in front of MOVE-INS.

Update AO-67s by posting payment information from AO-197s and payroll deductions from CD 446 to them.

- Add to pending appropriate Unpaid Maintenance Listing those rental payments still due as shown on AO-67s.

On a monthly basis, the State Controller's Office forwards to DPO a PPSD Payroll Services - Unapplied Variable Maintenance (PR 172) which is then forwarded to DAO-Maintenance. Upon receiptL

- Compare PR 172 to AO-197s and make notations next to amount on AO-197 if paid.

- Transfer amounts remaining unpaid pending Unpaid Maintenance Listing.

Complete Unpaid Maintenance Listing:

- Add amounts due for meals and/or rent for each listed employee/occupant and write the total amount due in the TOTAL amount.

- Calculate total unpaid maintenance for each region and write total on last page of listing for that region.

- Number pages in groups for each region, 1 of 3, 2 or 3, etc.

- Make two copies of Unpaid Maintenance Listing and forward listings for
- Sacramento Administration and Regions I and III to DPO. Forward Unpaid Maintenance Listings for Regions II and IV to RO Personnel Offices.

- Place original of Unpaid Maintenance Listing in file along with CDF-681s showing unpaid maintenance.

Each month prior to the cutoff date established by the State Controller's Office:

- Place CDF-681s showing maintenance deductions in batches of no more than 50 transactions per batch, retaining region sort.

- Enter batches into the State Controller's mainline computer.

- When batches are in balance, run a print of each batch and place print in pending file.

- Forward CDF 681s to DAO-Data Entry.

- Prepare a Miscellaneous Deduction Change Report (STD 650), attach batches, and forward to State Controller's Office.

The State Controller's Office will forward a Payroll System Detail Transaction Report:

- Match transactions shown on Report to print of batches in pending file, then place both in permanent file.

Within two days prior to distribution of payroll warrant, DPO and RO personnel offices will return Unpaid Maintenance Listings showing status of employee(s) and under certain circumstances, with payroll warrant attached.

- Separate CDF-681s indicated as "late" from those for employees Personnel has listed as separated, and those for which payroll warrants have been forwarded.

  - Match name(s) on payroll warrants to name(s) on Unpaid Maintenance Listing. Contact DPO or RO Personnel if there is a discrepancy.

  - Prepare a Report of Maintenance Receipts and/or Refunds (AO-11):

    NO. & DATE OF CHECK - Number and date of payroll warrant.

    APPLICABLE MONTH & AMOUNT RECEIVED:

      MONTH - Use Month as shown in MONTH column on Unpaid Maintenance Listing.

      RECEIVED - Amount of the payroll warrant.

      MEALS - Amount to be deducted for meals.

      RENT - Amount to be deducted for rent.

      DEDUCTION - Total amount to be deducted.

    NAME - First and middle initials and last name of employee.

    Complete REGION and REPORTING UNIT columns.

    REFUND AMOUNT - Amount of payroll less maintenance deduction.

    TOTAL MONEY RECEIVED - Total of all payroll warrants listed as RECEIVED.

    TOTAL MONEY REFUNDED - Total of REFUND amount column.

    TOTAL MAINTENANCE RECEIVED - Total of listed DEDUCTIONS.

    LESS APPLICABLE REFUNDS - Amount shown as TOTAL MONEY REFUNDED.

    NET RECEIVED - Total maintenance received less applicable refunds.

RECEIVED FOR MEALS - Total of meal deductions as listed.

RECEIVED FOR RENT - Total of rent deductions as listed.

TOTAL - Total of RECEIVED FOR MEAL and RECEIVED FOR RENT.

- Make two copies of completed AO-11, forward original AO-11 to DAO-Fund Accounting, one copy of AO-11 with payroll warrants attached to DAO-Cashier, and place one copy of AO-11 in file.

- Place "late" CDF-681s in pending file.

- Write first of three collection letters to separated employees for which no payroll warrant were forwarded requesting payment:

  - If $5.00 or less, mail first class (non-certified). Second and third letters must make reference to prior letters. Third letter must cite legal action to be taken.

  - If $5.01 or more, mail certified, return receipt requested. Second and third letters must make reference to prior letters. Third must state that an offset will be made against Franchise Tax Board refunds or any other amounts the state owes to the debtor if payment is not made.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.